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#### ABSTRACT

The revised Oregon metro edition of the U.T.E.S. interest check list for intermediate education aims at helping students decide what kinds of work they would like and lists activities that are found in a broad range of industries and occupations in the nation. Specific instructions advise the student that the check list is not a test and that there is no time limit. A total of 173 activities are listed, and the student is instructed to respond to each of them (like, dislike, or not certain). An interpretation guide for reading the resulting computer print-out defines the vocational areas and subgroups, the student's response patterns, occupational aptitude patterns, and Oregon career education clusters. The check list can be used to guide the student in considering job possibilities and related educational requirements. Interests may, of course, change with more experience or different environment. (LH)

U.S. DEPARTMENT OF LABOR

SCHOOL OFFICE

PROPERTY OF MULTNOMAH COUNTY

MANPOWER ADMINISTRATION WASHINGTON, D.C.

**OREGON REVISION** METRO EDITION

U.S.T.E.S.

**CHECK LIST** 

U.S. OEPARTMENT OF HEALTH.
EOUCATION & WELFARE OFFICE OF EDUCATION
THIS OCCUMENT HAS BEEN REPRO-OUCEO EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIG-INATING IT. PCINTS OF VIEW OR OPIN-IONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDU-CATION POSITION OR POLICY. It is important to all of us that we like our jobs; because to succeed, we must be happy and interested in our work.

This interest check list may help you decide what kinds of work you would like. It lists activities that are found in a broad range of industries and occupations in the United States today. This is not a test. There are no wrong or right answers.

You will mark your answers on a separate answer sheet. Do not mark in this booklet.

On your answer sheet find the line for "school". Fill in your school, teacher or counselor, and the date.

Your interest choices will be read by a machine that can also read your name if your name is marked in a certain way on your answer sheet.

The directions above the name field say: "Using one box below for each letter." print your last name, skip a space, print your first name, skip a space, then print your middle initial". If your name is too long to fit in the number of boxes provided, print only as much of your name as you have room for. Print one letter to a box. Begin with your last name. Do this now!

Notice that under each letter box there is an alphabet column from "A" to "Z". Every letter you printed is to be marked into its own alphabet column.

Look at the letter in your first box. Run your finger down the first alphabet column until you come to the same letter that is in your box. Make a mark on that letter. Be sure your mark stays within that space and does not go into the neighboring spaces. Code in each letter of your name in the same way. Always use your finger to travel down the alphabet column so you won't make your mark in the wrong one. When you come to the box you skipped, be sure to skip its column. Remember to mark only one letter in each column.

Below the name field fill in the number for your grade, and mark the appropriate box to indicate whether you are male or female.

Read each of the statements carefully. If you think you would "like" to do this kind of activity, fill in the space under the "L"; if you "don't like" the activity, fill in the space under the "D"; if you are not certain whether you would like the activity or not, fill in the space under "?".

If you think you would enjoy the work, you may mark an activity even if you do not have training or experience for it. If you mark the "?", this shows you are uncertain, either because you don't know enough about the activity or because you cannot make up your mind whether you like it or not. Usually your first reaction is best. There is no time limit.

After you have marked all your answers, go back and choose at least three you would most like to do. Mark these in the shaded columns headed by a <u> ✓ mark.</u>

Reproduced as a service of the Multnomal: County Intermediate Education District production department, 220 S.E. 102nd, P.O. Box 16657, Portland, Oregon 97216 Thos. J. Sommerville, Superintendent





# U.S.T.E.S. INTEREST CHECKLIST Interpretation Guide for Print-Out

#### INTRODUCTION

The information on the Print-Out will help you better understand yourself in exploring the world of work. It is not a test and you are not being compared with anyone.

## **DEFINITION OF HEADINGS**

Areas . . . . . . . . . The twenty-two groups into which all occupations are divided in the Dictionary of Occupational

Titles, Vol. 11.

Worker Trait Group . . . . The many subgroups into which areas are divided.

00T Page ..... The page number in the Dictionary of Occupational Titles, Vol. II, which describes each Worker

Trait Group.

Your Response Patterns . . The way you marked your answer sheet.

Like Most. . . . . The activities you marked that you liked most. Asterisks (\*) show the number of

times you marked an area, up to five times.

Like ? Dislike

The number of activities you marked that you either liked, were undecided about, or

disliked which related to a Worker Trait Group.

Notes ...... | TIE=you marked the same number of activities in two response patterns.

RES=you should research this further as your responses conflict.

Occupational

Aptitude Patterns . . . . . The groups of occupations requiring similar skills as listed in the General Aptitude Test Battery,

Section II Norms Manual.

**Oregon Career** 

Education Clusters . . . . The Oregon Board of Education Career Cluster Guides.

Lines divide your results into sections for response patterns you liked, were undecided about, or disliked.

## **HOW TO USE THIS CHECKLIST**

Your interests may change with more experience, education, different environment, and just plain living. Therefore do not make early conclusions or firm decisions too soon about your career choices.

The purpose of this Checklist is for you to consider the many job possibilities and explore all the career opportunities in which you expressed an interest. Investigate whether the job is now available and will continue to be available.

After exploring your interests, also consider your school performance and your achievement and aptitude test results.

Examine carefully the education requirement and the many opportunities to obtain the necessary training and education for each job. The education, temperament, and interest requirements and the physical demands for each job are listed in the appendices of the *Dictionary of Occupational Titles, Vol. II*.

In each area you will find many alternatives requiring various levels of training and skills. Example: the medical area includes doctor, nurse, orderly, laboratory technician, aide, assistant, and many others.

## RESOURCE MATERIALS

Dictionary of Occupational Titles, Vol. II

Oregon Board of Education Career Cluster Guides

General Aptitude Test Battery, Section II Norms Manual



- 1. Sketch or paint pictures of people or objects.
- 2. Create artistic designs.
- 3. Arrange or decorate interiors to get pleasing effect.
- 4. Carve objects from clay or stone.
- 5. Take photographs for use in advertising.
- 6. Design styles for clothing.
- 7. Sing as a paid entertainer.
- 8. Play a musical instrument.
- 9. Compose or arrange music.
- 10. Conduct an orchestra or band.
- 11. Write short stories or books.
- 12. Write articles to influence people's opinions.
- 13. Report events or activities.
- 14. Edit or rewrite news items.
- 15. Write TV and radio scripts.
- 16. Act in a play.
- 17. Dance classical or interpretative dances.
- 18. Comment on news for radio and TV.
- 19. Announce radio and TV programs.
- 20. Play professional baseball or other sports.
- 21. Instruct classes of students.
- 22. Show others how to play new sports or games.



- 23. Select and catalog books and periodicals.
- 24. Collect and analyze information about community problems.
- 25. Advise people about their personal problems.
- 26. Interview and counsel people about jobs or schooling.
- 27. Conduct public opinion surveys.
- 28. Conduct studies on economic problems.
- 29. Direct traffic.
- 30. Enforce State and national laws.
- 31. Direct fire fighting and prevention in factory.
- 32. Inspect machines and working conditions to prevent accidents.
- 33. Perform nursing duties in hospital or home.
- 34. Make chemical or laboratory tests.
- 35. Treat animals for injury or disease.
- 36. Prepare medicines according to prescription.
- 37. Conduct experiments in properties of metals or other materials.
- 38. Do medical X-ray work.
- 39. Plan menus for hospitals, schools, or hotels.
- 40. Prepare financial statements for a company.
- 41. Assist clients in obtaining legal rights.
- 42. Purchase supplies for large firm.
- 43. Patrol forest lands.
- 44. Observe and report weather conditions.



- 45. Explore and chart earth's crust to locate gas and oil deposits.
- 46. Plan and design roads and bridges.
- 47. Design tools, machines, and electric equipment.
- 48. Pilot an airplane for a commercial line.
- 49. Work out high-speed computer problems using mathematics.
- 50. Lay out machinery and plan flow of work in a factory.
- 51. Observe and plot light flashes on radar scope to report air traffic.
- 52. Draft plans for tools or machines.
- 53. Make detailed drawings from specifications for buildings.
- 54. Survey land to determine its measurements and contour.
- 55. Direct a crew of workmen.
- 56. Supervise clerical staff in an office.
- 57. Organize and direct operations of a factory.
- 58. Supervise a group of salesmen.
- 59. Operate office machines such as adding or calculating machines.
- 60. Check bills for errors.
- 61. Figure commisssions and expenses.
- 62. Make change and cash checks.
- 63. Keep a set of books for a business concern.
- 64. Type letters and reports.
- 65. Take dictation in shorthand.
- 66. Keep inventory of material and equipment.



- 67. Operate a mimeograph machine.
- 68. File reports alphabetically.
- 69. Sort and deliver letters.
- 70. Operate a telephone switchboard.
- 71. Make appointments and answer telephone.
- 72. Make collections from customers.
- 73. Direct customers to proper departments in store.
- 74. Talk to customers about complaints.
- 75. Sell furniture in a store.
- 76. Sell insurance or real estate.
- 77. Sell building and construction equipment.
- 78. Demonstrate cosmetics for sale.
- 79. Canvass homes to demonstrate and sell products.
- 80. Contact buyer for supermarket to get order for merchandise.
- 81. Sell tickets and make change at theater.
- 82. Deliver products over an established route.
- 83. Sell merchandise in a variety store.
- 84. Conduct tours and act as guide.
- 85. Sell gas and oil at a service station.
- 86. Interview persons to get census information.
- 87. Question motorists to get information for highway planning commission.
- 88. Model clothing for customers.



- 89. Cook in a restaurant.
- 90. Plan and prepare meals in a private home.
- 91. Bake cakes, cookies, and other pastries for customers.
- 92. Order food supplies for hotel.
- 93. Take charge of playroom for children.
- 94. Organize games and read to small children.
- 95. Take care of and feed infants in a nursery.
- 96. Set tables and serve food and drinks.
- 97. Give shampoos, manicures, and facials.
- 98. Direct patrons to tables in restaurant.
- 99. Give service to airline passengers during flight.
- 100. Operate passenger elevator.
- 101. Plant, cultivate, and harvest crops.
- 102. Raise and care for cattle, hogs, horses, and chicken.
- 103. Cultivate vegetables for market.
- 104. Plant and care for flowers, lawn, and shrubbery.
- 105. Catch large quantities of fish and market them.
- 106. Work aboard tugboats, barges, and river boats.
- 107. Operate a fish hatchery.
- 108. Serve as a guide for hunting and fishing trips.
- 109. Keep lookout for forest fires.
- 110. Saw, trim, and chop trees in forest areas.



- 111. Construct and repair metal machines, parts, and tools.
- 112. Work with drills and lathes to cut and shape metal.
- 113. Grind lenses for cameras and microscopes.
- 114. Operate machines to saw and shape wood.
- 115. Oil, adjust, and repair machinery.
- 116. Repair and overhaul automobile engines.
- 117. Repair typewriters, calculators, and adding machines.
- 118. Operate textile looms or hosiery-knitting machines.
- 119. Operate printing press.
- 120. Drive a trailer-truck or bus.
- 121. Operate cranes and power shovels to move materials.
- 122. Build and test electronic equipment.
- 123. Install and repair telephone switchboards.
- 124. Repair radio and TV sets.
- 125. Paint or do paperhanging in houses or buildings.
- 126. Fix drains and faucets.
- 127. Lay bricks to construct walls and chimneys.
- 128. Build frame houses and other wood structures.
- 129. Assemble and repair watches or cameras.
- 130. Cut, sew, and fit cloth, leather, or fur articles.
- 131. Make or repair furniture or cabinets.
- 132. Cut and shape glass or stone for jewelry and other small articles.



- 133. Use precision measuring instruments to inspect products for flaws.
- 134. Letter or stencil posters and signs.
- 135. Set type by hand for printing.
- 136. Operate machines to set type.
- 137. Develop and print pictures.
- 138. Make bread, cakes, and other bakery products.
- 139. Operate furnaces or ovens to heat or melt metals.
- 140. Pour or dip hot metals into molds.
- 141. Mix solutions for plastic materials.
- 142. Guard property against fire, theft, or damage.
- 143. Store explosives.
- 144. Check people entering factory gate and direct to proper entrance.
- 145. Inspect and test quality of articles by taste, sight, or hearing.
- 146. Inspect articles by use of simple measuring devices.
- 147. Sort articles by size and color.
- 148. Lift and move objects with small crane on electric truck.
- 149. Operate automatic metalworking machines.
- 150. Operate machine to fill bottles, jars, or cans with liquids.
- 151. Tend machines which mix or cook foods or drugs.
- 152. Operate equipment to refine petroleum products.
- 153. Operate a concrete mixer.
- 154. Weld metal parts together using automatic welding machine.



- 155. Drill with a jackhammer in ore or rock.
- 156. Straighten bent fenders and auto bodies.
- 157. Operate power sewing machine to make clothing.
- 158. Pack fruit or vegetables for market.
- 159. Assemble metal parts with handtools.
- 160. Wind electrical coils and armatures.
- 161. Feed metal stock into machine to cut or shape metal products.
- 162. Tend sawing or boring woodworking machines.
- 163. Polish marble or granite by machine.
- 164. Use machines to press, stretch, or pleat fabrics.
- 165. Mix paints according to formulas.
- 166. Tend tanks to dye or bleach leather.
- 167. Operate equipment making or treating paper.
- 168. Deliver telegrams by bicycle.
- 169. Clean and polish shoes.
- 170. Distribute printed advertising to homes.
- 171. Wash dishes and silverware by machine.
- 172. Stack bundles of wheat, oats, and barley.
- 173. Carry and set stakes in a surveying crew.

Now go back and choose at least three activities you would MOST LIKE TO DO. Mark these in the shaded columns headed by a check  $\checkmark$  mark.